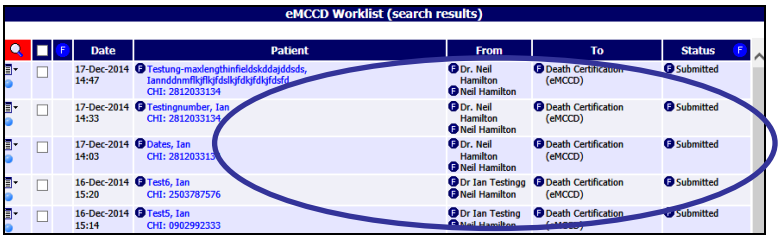
What's new in SCI Gateway version 19.0 for End Users

1

Electronic Medical Certificate of Cause of Death (eMCCD)

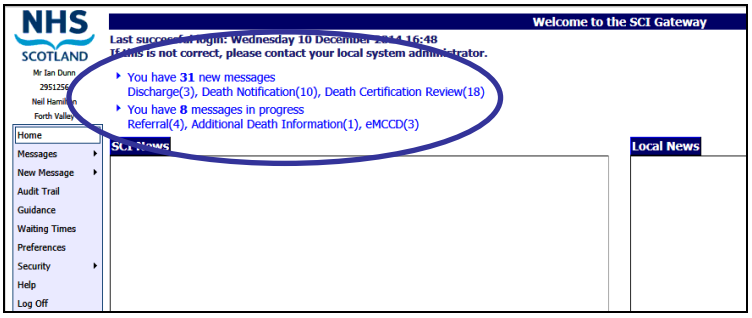
You will now be able to send eMCCDs direct to National Records of Scotland.



2

Death Certification Review Service (DCRS)

There are 2 message types to support the new DCRS service. When configured users will be able to receive Death Certification Review messages and to be able to send Additional Death Information messages to the DCRS.



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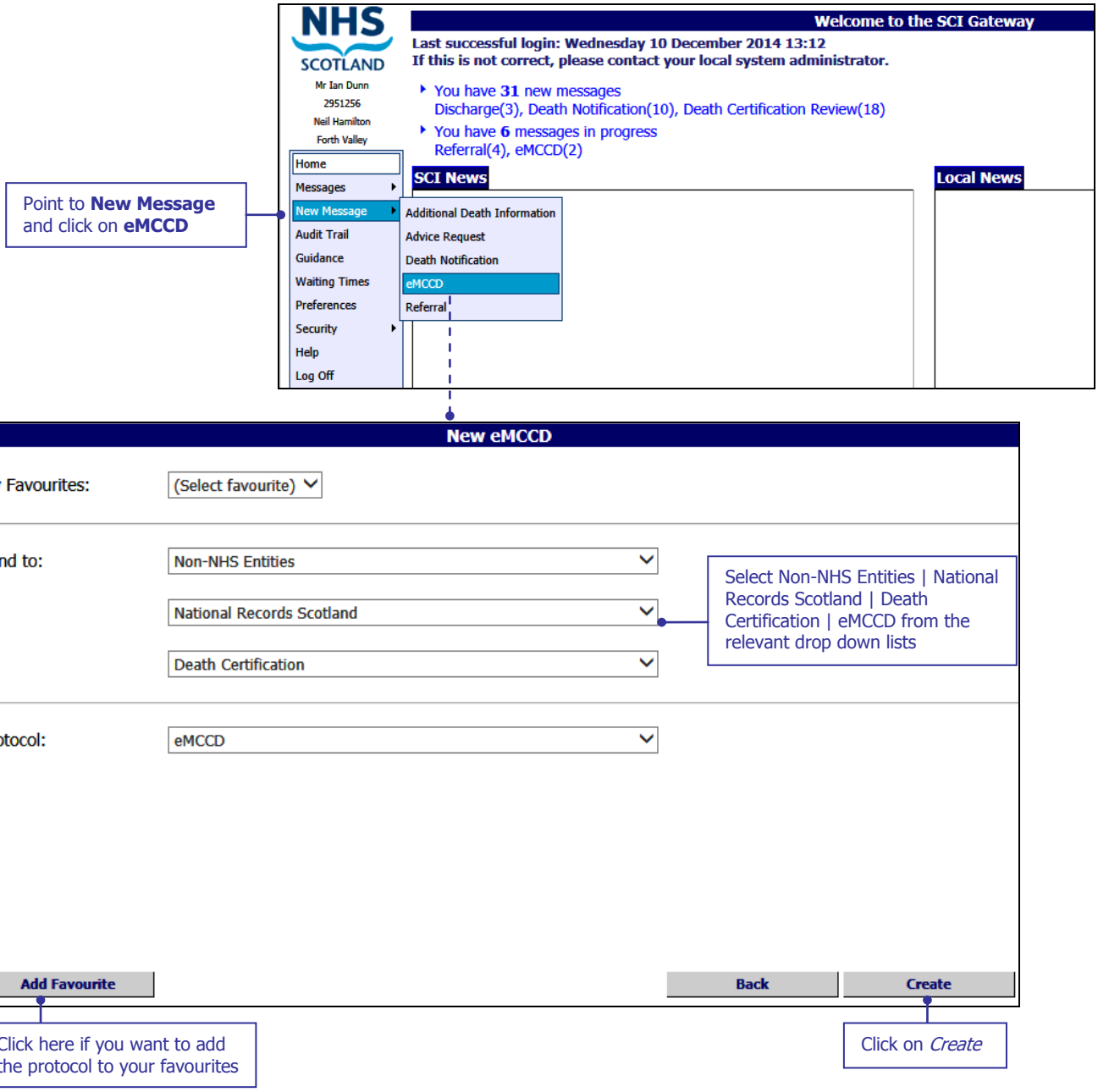
1 End User Changes

The Scottish Parliament passed new laws on registering and reviewing the accuracy of Medical Certificates of Cause of Death. This has made significant changes to the process. As of May 2015 eMCCDs will be sent through SCI Gateway to the receiving system of the Death Certificate Review Service (DCRS) at the National Records of Scotland. A random selection process will be applied and certificates will go forward for review. There are 2 different levels of review; one should take approximately one day and the other a more intensive review, 3 days.

If an MCCD is being reviewed Clinicians may be asked for additional medical information to help with the review process. This can be sent using the Additional Death Information message type. The DCRS will make the request for additional information by sending a Death Certificate Review message to the certifying Clinician.

Electronic Medical Certificate of Cause of Death (eMCCD)

The process for death registration changed in 2014 and now a further change means that death registrations will be sent using the eMCCD message type through SCI Gateway. To send an eMCCD message log onto SCI Gateway in the usual way and find your patient if using a clinical system:



Your first destination selection is to remove your local Health Board and select Non-NHS Entities. Once you have selected this your list of local hospitals and clinics will no longer be available as destinations for this message. You can then go on and select the appropriate destinations as shown above.

Once you have selected all your destination options you can add this to your favourites to make this destination selection quicker in future.

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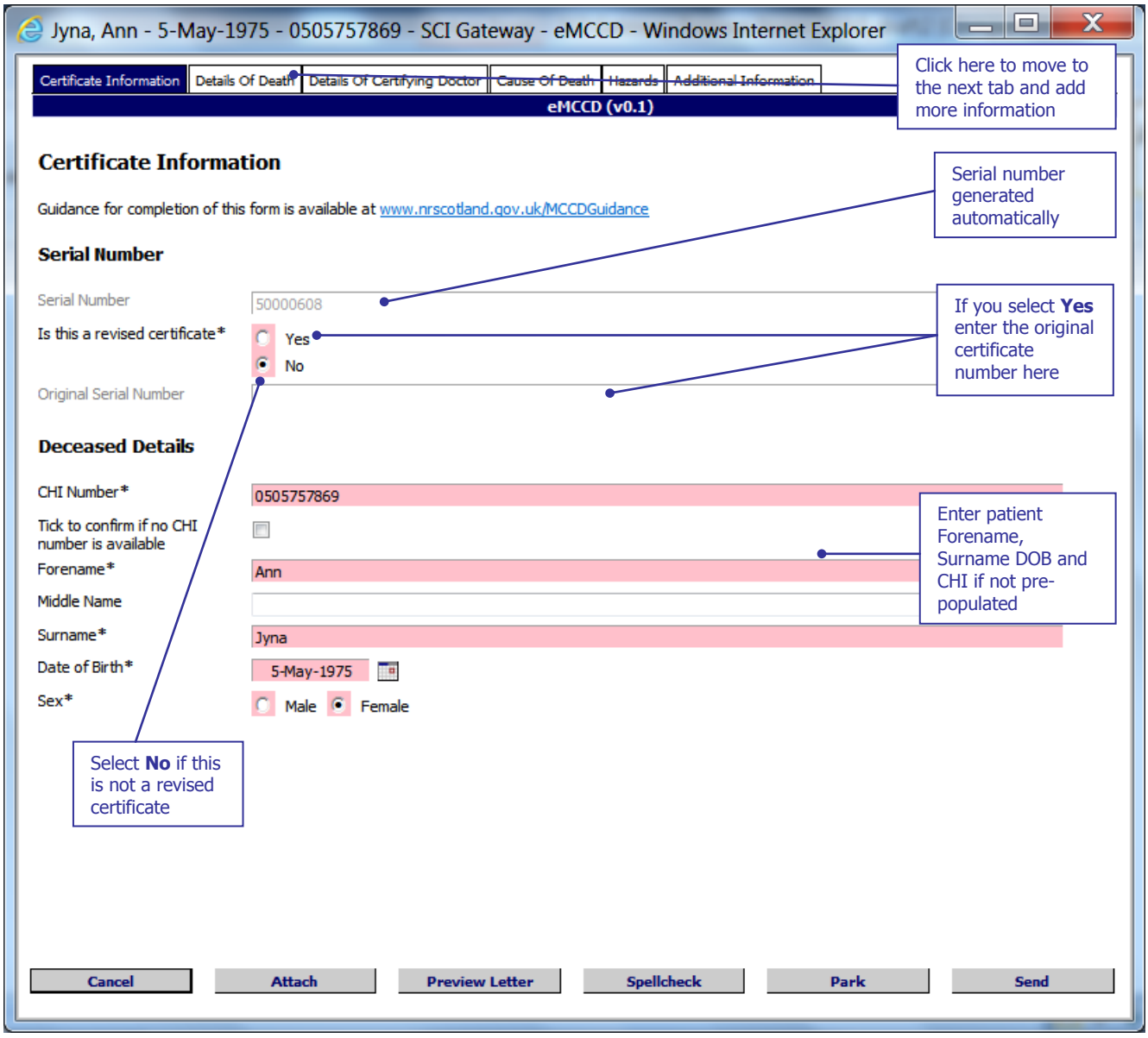
Pictured below is the eMCCD protocol displayed after clicking on *Create* as described on the previous page with the **Certificate Information** tab displayed:



If this is a revised certificate when you select **Yes** the Original Serial Number field becomes Live and you should enter the serial number of the original MCCD certificate. Do not change the generated Serial number in the field above.

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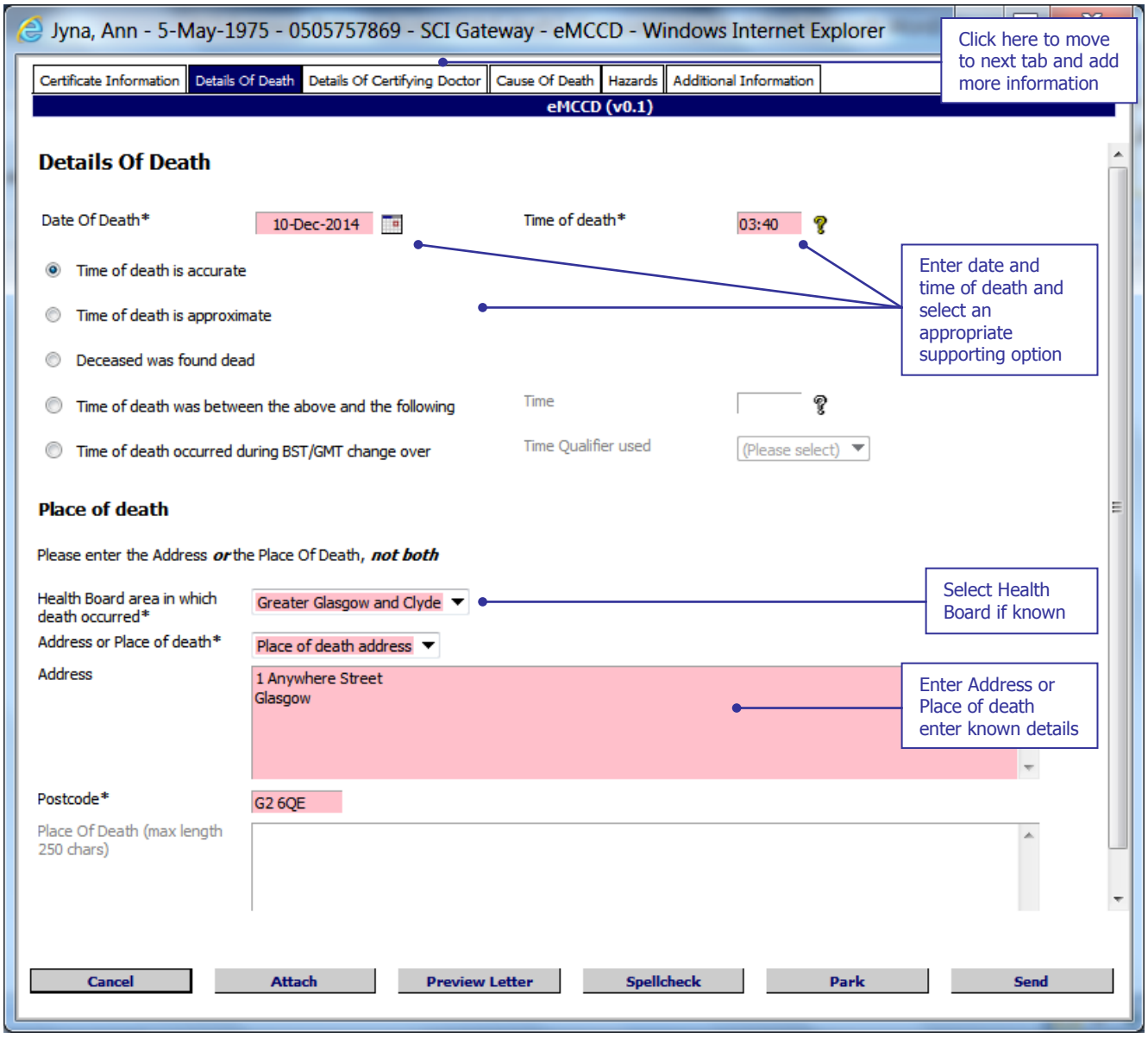
Pictured below is the **Details of Death** tab displayed after clicking on the tab as described on the previous page:


Jyna, Ann - 5-May-1975 - 0505757869 - SCI Gateway - eMCCD - Windows Internet Explorer
Certificate Information
Details Of Death
Details Of Certifying Doctor
Cause Of Death
Hazards
Additional Information
eMCCD (v0.1)
Click here to move to next tab and add more information
Details Of Death
Date Of Death*
10-Dec-2014
Time of death*
03:40
Time of death is accurate
Time of death is approximate
Deceased was found dead
Time of death was between the above and the following
Time
Time of death occurred during BST/GMT change over
Time Qualifier used
(Please select)
Enter date and time of death and select an appropriate supporting option
Place of death
Please enter the Address or the Place Of Death, not both
Health Board area in which death occurred*
Greater Glasgow and Clyde
Select Health Board if known
Address or Place of death*
Place of death address
Address
1 Anywhere Street
Glasgow
Enter Address or Place of death enter known details
Postcode*
G2 6QE
Place Of Death (max length 250 chars)
Cancel
Attach
Preview Letter
Spellcheck
Park
Send

Click the appropriate radial button to select the most appropriate option for time and date of death.

If you select "the time of death was between the above and the following" the time field becomes live and you can enter an end time.

If you select "the time of death occurred during the BST/GMT change over" the time qualifier field becomes live and you can select which time zone was used.

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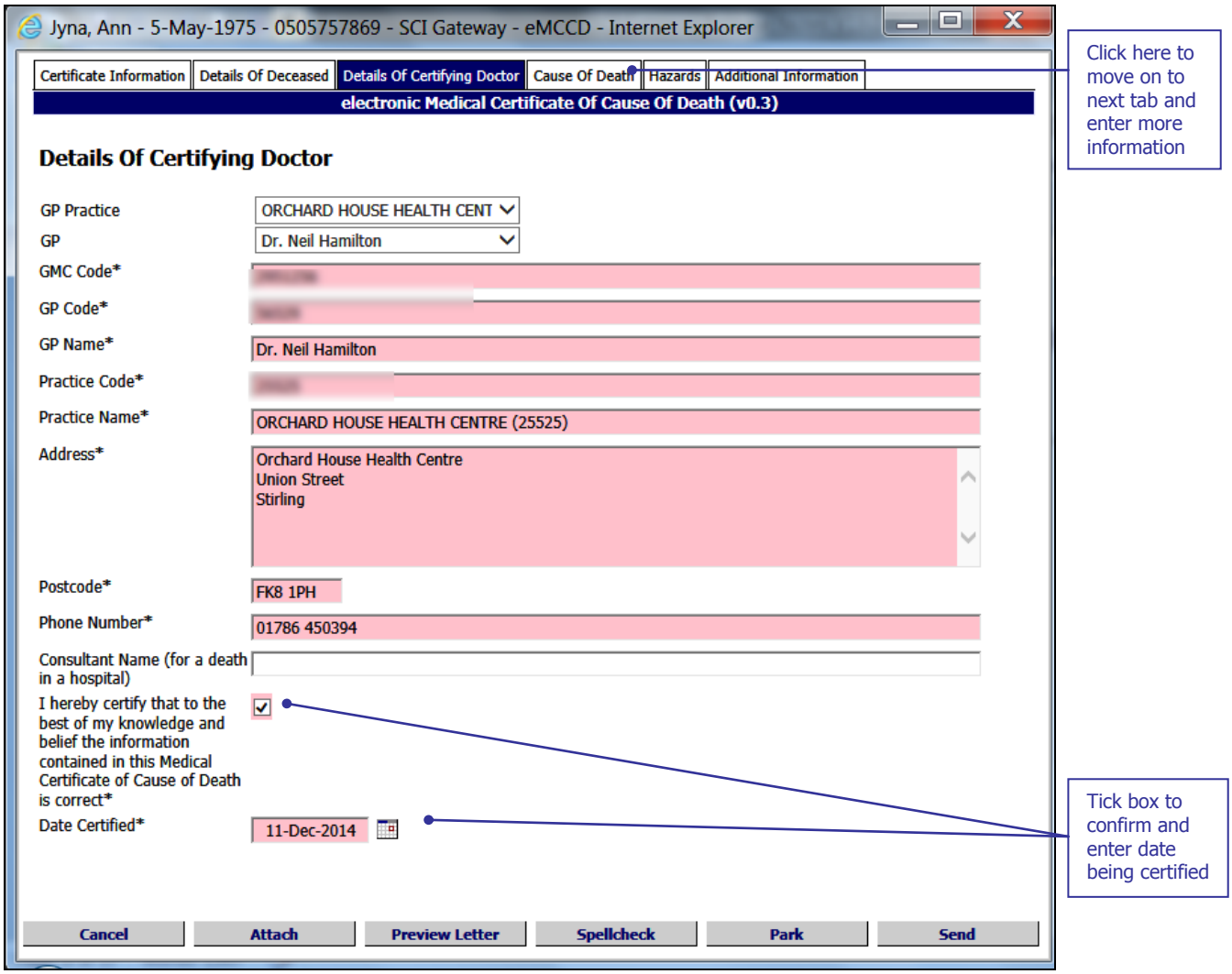
Pictured below is the **Details of Certifying Doctor** tab displayed after clicking on the tab as described on the previous page:



If you have opened the protocol through a third party clinical system the certifying Clinician details will be pre-populated. Alternatively select certifying GP / Clinician name from drop down list or manually key in your details. Fields marked pink and with an asterisk are mandatory.

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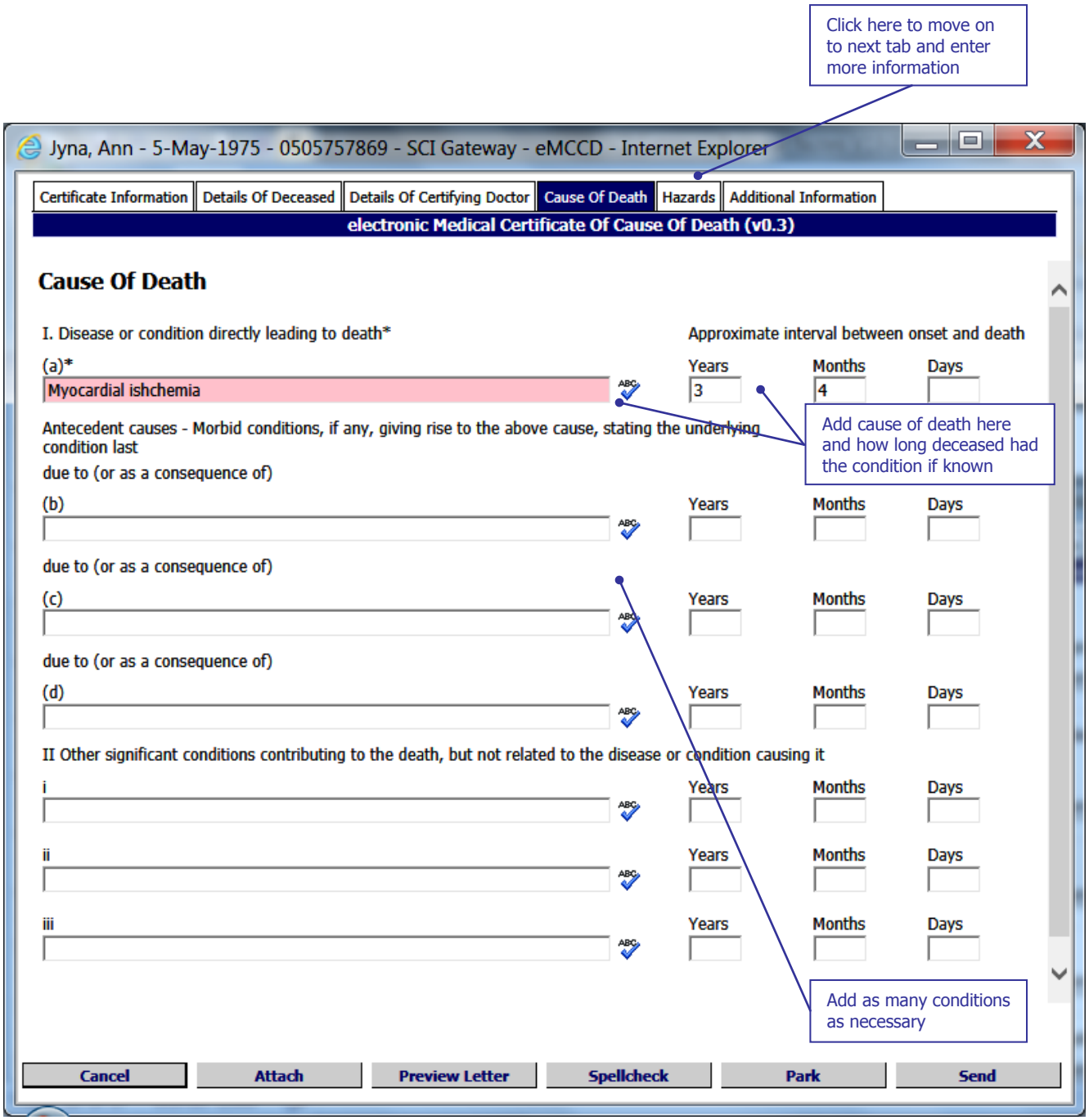
Pictured below is the **Cause of Death** tab displayed after clicking on the tab as described on the previous page:


Click here to move on to next tab and enter more information
Jyna, Ann - 5-May-1975 - 0505757869 - SCI Gateway - eMCCD - Internet Explorer
Certificate Information
Details Of Deceased
Details Of Certifying Doctor
Cause Of Death
Hazards
Additional Information
electronic Medical Certificate Of Cause Of Death (v0.3)
Cause Of Death
I. Disease or condition directly leading to death*
Approximate interval between onset and death
(a)*
Years
Months
Days
Myocardial ishchemia
3
4
Add cause of death here and how long deceased had the condition if known
Antecedent causes - Morbid conditions, if any, giving rise to the above cause, stating the underlying condition last
due to (or as a consequence of)
(b)
due to (or as a consequence of)
(c)
due to (or as a consequence of)
(d)
II Other significant conditions contributing to the death, but not related to the disease or condition causing it
i
ii
iii
Add as many conditions as necessary
Cancel
Attach
Preview Letter
Spellcheck
Park
Send

Cause of Death must be manually entered. It will not pull from your third party clinical system. More than one Cause of Death can be added and you can enter any other significant conditions.

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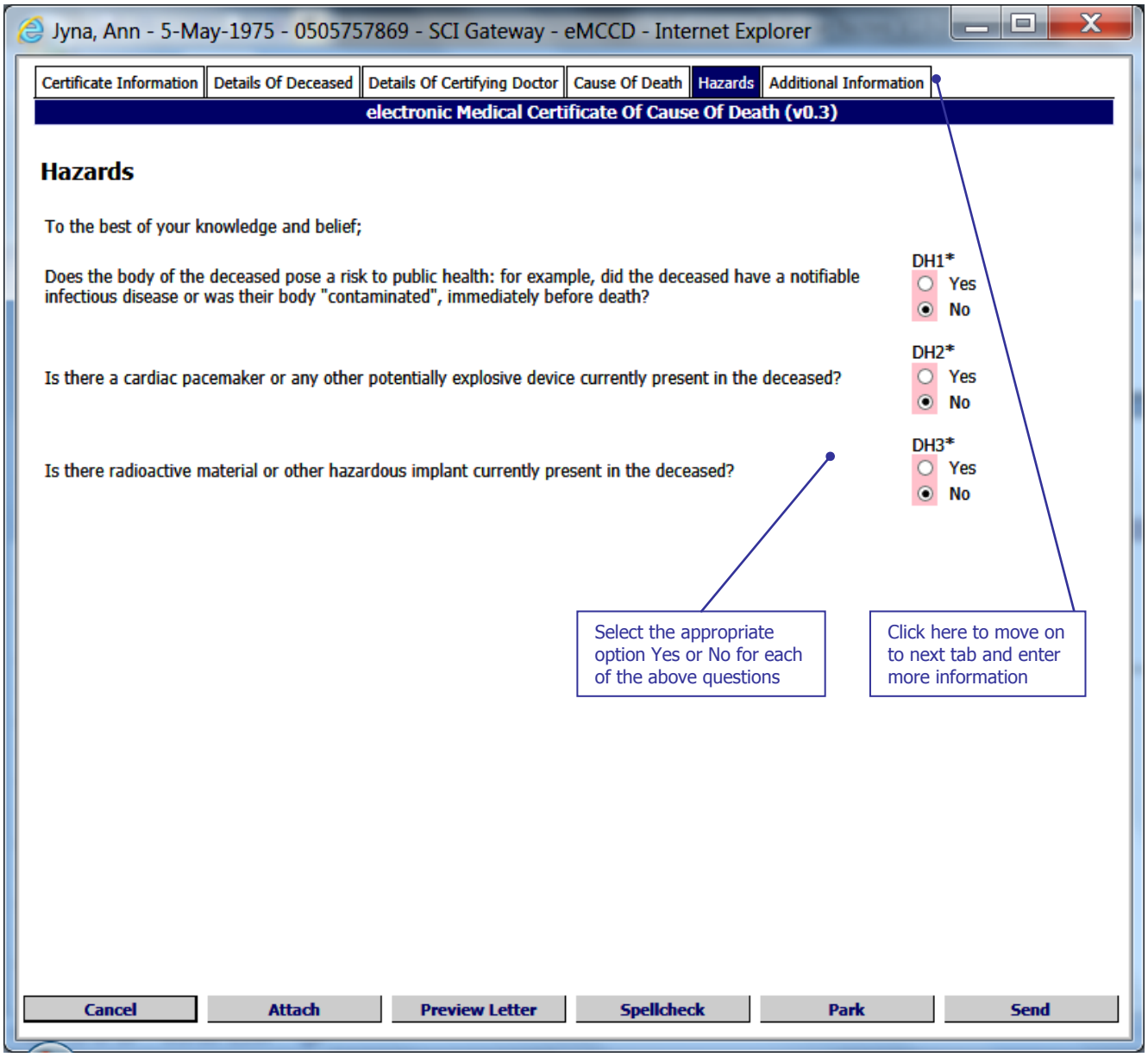
Pictured below is the **Hazards** tab displayed after clicking on the tab as described on the previous page:


Jyna, Ann - 5-May-1975 - 0505757869 - SCI Gateway - eMCCD - Internet Explorer
Certificate Information
Details Of Deceased
Details Of Certifying Doctor
Cause Of Death
Hazards
Additional Information
electronic Medical Certificate Of Cause Of Death (v0.3)
Hazards
To the best of your knowledge and belief;
Does the body of the deceased pose a risk to public health: for example, did the deceased have a notifiable infectious disease or was their body "contaminated", immediately before death?
DH1*
Yes
No
Is there a cardiac pacemaker or any other potentially explosive device currently present in the deceased?
DH2*
Yes
No
Is there radioactive material or other hazardous implant currently present in the deceased?
DH3*
Yes
No
Select the appropriate option Yes or No for each of the above questions
Click here to move on to next tab and enter more information
Cancel
Attach
Preview Letter
Spellcheck
Park
Send

The information requested above is to ensure that there is nothing that could cause a health hazard to others.

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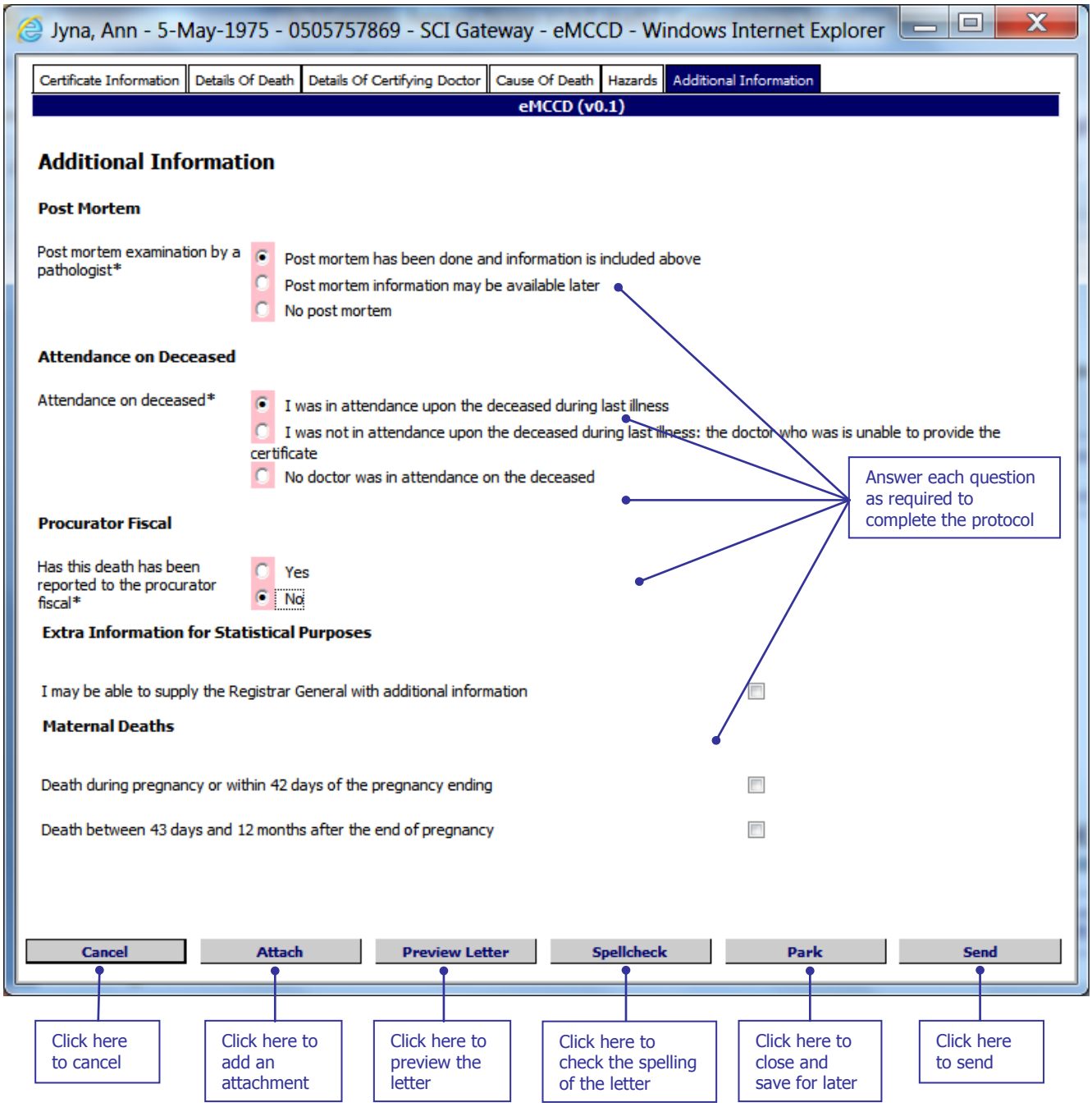
Pictured below is the **Additional Information** tab displayed after clicking on the tab as described on the previous page:


Jyna, Ann - 5-May-1975 - 0505757869 - SCI Gateway - eMCCD - Windows Internet Explorer
Certificate Information
Details Of Death
Details Of Certifying Doctor
Cause Of Death
Hazards
Additional Information
eMCCD (v0.1)
Additional Information
Post Mortem
Post mortem examination by a pathologist*
Post mortem has been done and information is included above
Post mortem information may be available later
No post mortem
Attendance on Deceased
Attendance on deceased*
I was in attendance upon the deceased during last illness
I was not in attendance upon the deceased during last illness: the doctor who was is unable to provide the certificate
No doctor was in attendance on the deceased
Procurator Fiscal
Has this death has been reported to the procurator fiscal*
Yes
No
Extra Information for Statistical Purposes
I may be able to supply the Registrar General with additional information
Maternal Deaths
Death during pregnancy or within 42 days of the pregnancy ending
Death between 43 days and 12 months after the end of pregnancy
Answer each question as required to complete the protocol
Cancel
Attach
Preview Letter
Spellcheck
Park
Send
Click here to cancel
Click here to add an attachment
Click here to preview the letter
Click here to check the spelling of the letter
Click here to close and save for later
Click here to send

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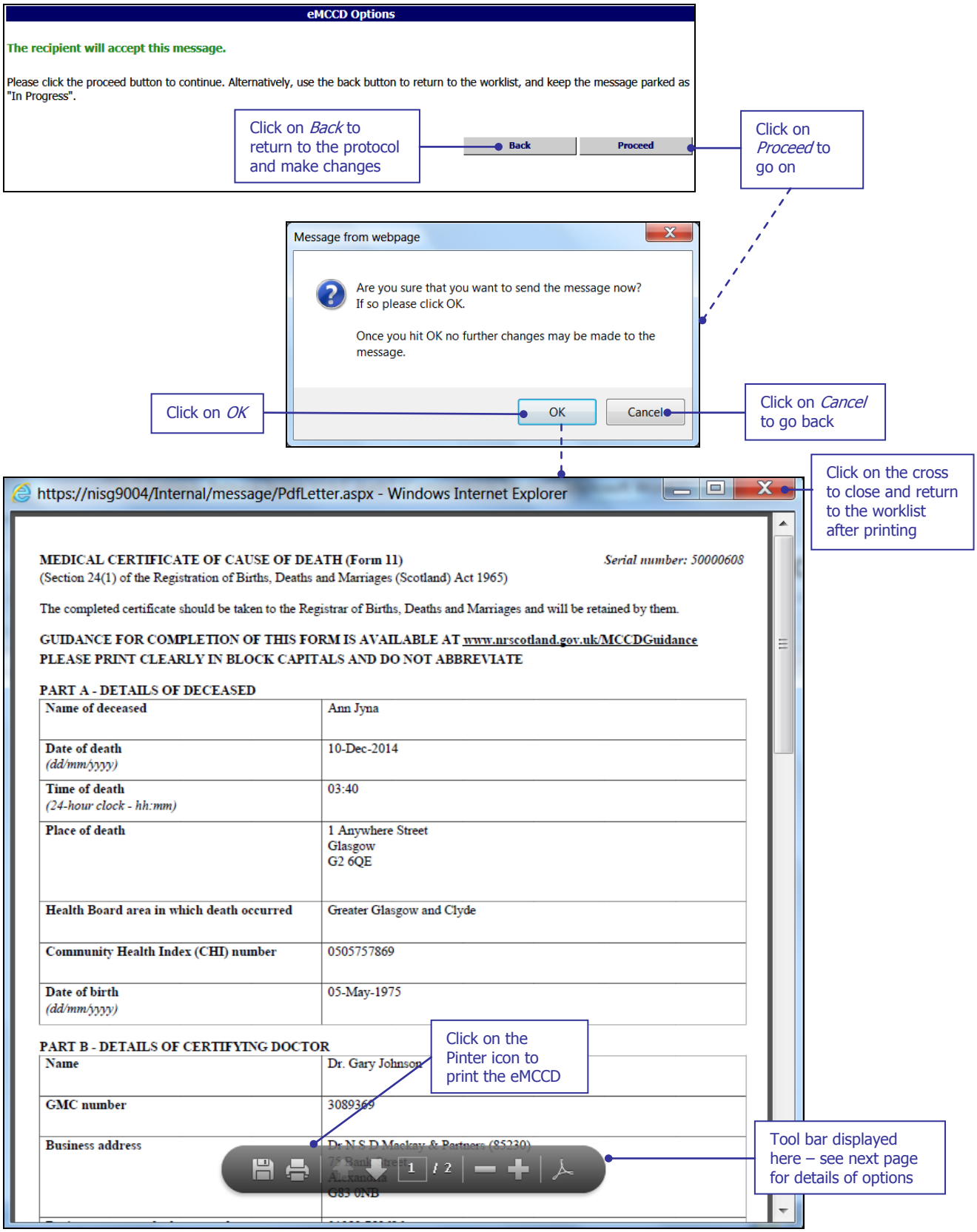
Pictured below is the Referral Options window displayed after clicking on *Send* as described on the previous page:


eMCCD Options
The recipient will accept this message.
Please click the proceed button to continue. Alternatively, use the back button to return to the worklist, and keep the message parked as "In Progress".
Click on *Back* to return to the protocol and make changes
Back
Proceed
Click on *Proceed* to go on
Message from webpage
Are you sure that you want to send the message now?
If so please click OK.
Once you hit OK no further changes may be made to the message.
Click on *OK*
OK
Cancel
Click on *Cancel* to go back
https://nisg9004/Internal/message/PdfLetter.aspx - Windows Internet Explorer
Click on the cross to close and return to the worklist after printing
MEDICAL CERTIFICATE OF CAUSE OF DEATH (Form 11)
Serial number: 50000608
(Section 24(1) of the Registration of Births, Deaths and Marriages (Scotland) Act 1965)
The completed certificate should be taken to the Registrar of Births, Deaths and Marriages and will be retained by them.
GUIDANCE FOR COMPLETION OF THIS FORM IS AVAILABLE AT www.nrscotland.gov.uk/MCCDGuidance
PLEASE PRINT CLEARLY IN BLOCK CAPITALS AND DO NOT ABBREVIATE
PART A - DETAILS OF DECEASED
Name of deceased
Ann Jyna
Date of death (dd/mm/yyyy)
10-Dec-2014
Time of death (24-hour clock - hh:mm)
03:40
Place of death
1 Anywhere Street
Glasgow
G2 6QE
Health Board area in which death occurred
Greater Glasgow and Clyde
Community Health Index (CHI) number
0505757869
Date of birth (dd/mm/yyyy)
05-May-1975
PART B - DETAILS OF CERTIFYING DOCTOR
Name
Dr. Gary Johnson
GMC number
3089369
Business address
Click on the Pinter icon to print the eMCCD
1 / 2
Tool bar displayed here – see next page for details of options

Note: The eMCCD must be printed at this point in the process in order to print an original copy of the certificate.

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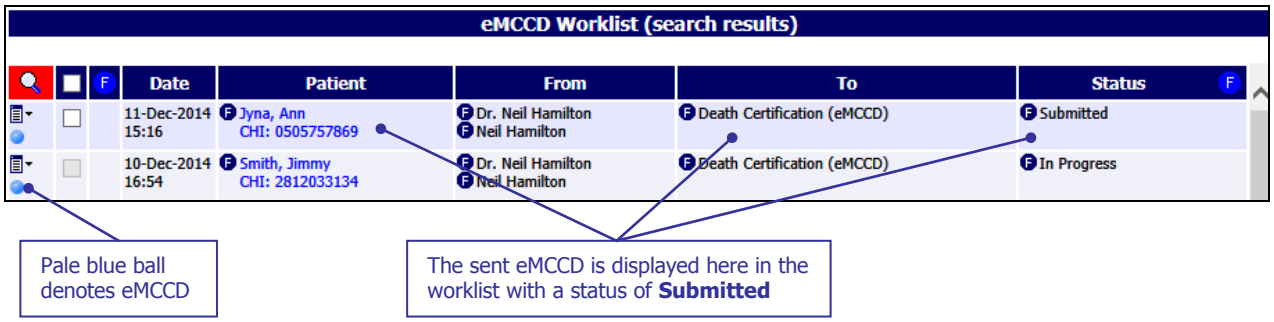
After closing the EMCCD message, by clicking on the cross as described on the previous page, the window will close and you will be returned to the worklist as pictured below:

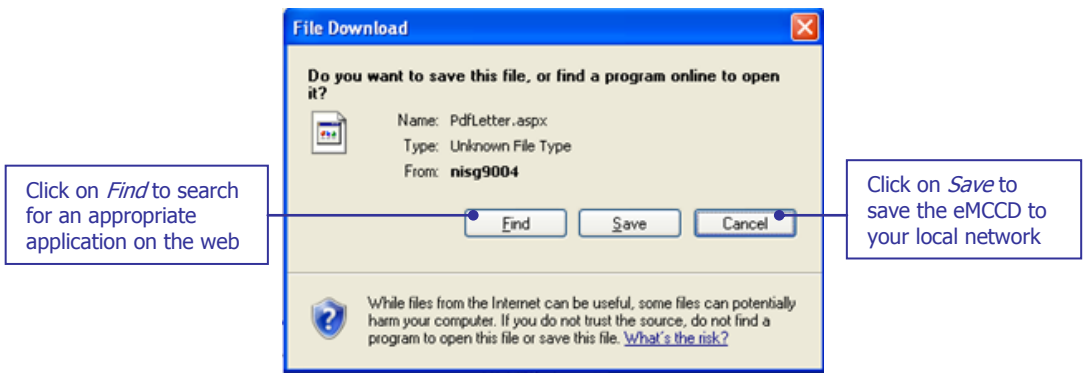


The MCCD letter is displayed as a PDF document in an Internet Explorer window; differently from your other message types. A pop up toolbar will be displayed at the bottom of the PDF page, as pictured on the previous page. See the toolbar below with description of the options:

- Save icon – allows you to save a copy of the EMCCD.
- Print icon – allows you to print a copy of the EMCCD
- Page Number icons / arrows – allow you to view different pages in the EMCCD
- Plus and Minus icons – allows you to make the EMCCD smaller or bigger for ease of viewing
- Adobe icon – allows you to open the EMCCD with a fixed Adobe toolbar at the top of the EEMCCD for easier management.

This toolbar and options are for Adobe. If you use another application for viewing PDF documents consult their User manual for viewing, printing and saving options.

All other messages sent through SCI Gateway will continue to display in the same way as usual i.e. html. MCCD messages are defined by Government legislation and must be displayed as the message is displayed on the previous page. If you do not have an application, such as Adobe, that allows you to view PDF documents, a pop message will be displayed as pictured below. You can search the internet for a suitable application or save the message till later:


File Download
Do you want to save this file, or find a program online to open it?
Name: PdfLetter.aspx
Type: Unknown File Type
From: nisg9004
Find
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not find a program to open this file or save this file. What's the risk?
Click on Find to search for an appropriate application on the web
Click on Save to save the eMCCD to your local network

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If the original copy of the MCCD is lost, you can view and print an additional copy of the message at anytime by returning to the worklist and clicking on the patient's name. However, if you print the MCCD in this way, the copy will have a 'Duplicate' watermark displayed. A duplicate copy is a valid copy and may be used to register the death.

If you print the eMCCD prior to sending the message, from the *Preview Letter* option as described on page 1-8, the copy of the eMCCD will have a 'DRAFT' watermark and is not valid for registering the death.

The original copy, issued for registering the death, must be printed at the point of sending; i.e. after clicking on Send | Proceed | OK - the eMCCD is displayed and click on the Print icon.

If you are configured for copies of eMCCDs to go to Docman, a copy of the message will be saved to the patient's record in Docman when has been sent.

Depending on the third party system you use, to connect to SCI Gateway, you may receive additional pop up messages after clicking on *OK* as described the previous page.
The eMCCD will be displayed in worklist denoted with a pale blue ball as displayed on the previous page and with a status of Submitted.

You will not have the options of *Save to File* or *Change Status* on the print preview of eMCCD messages or the option to bulk print eMCCD messages. You can still use the **Save to File** and **Changes Status** to mark the message as filed options from the Context Menu on the worklist.

You can view eMCCD messages at anytime by going to the Menu bar pointing to Messages and selecting eMCCD:

For more information on managing the worklist see the SCI Gateway Sending and Receiving Messages user Guide or talk to your local System Administrator.

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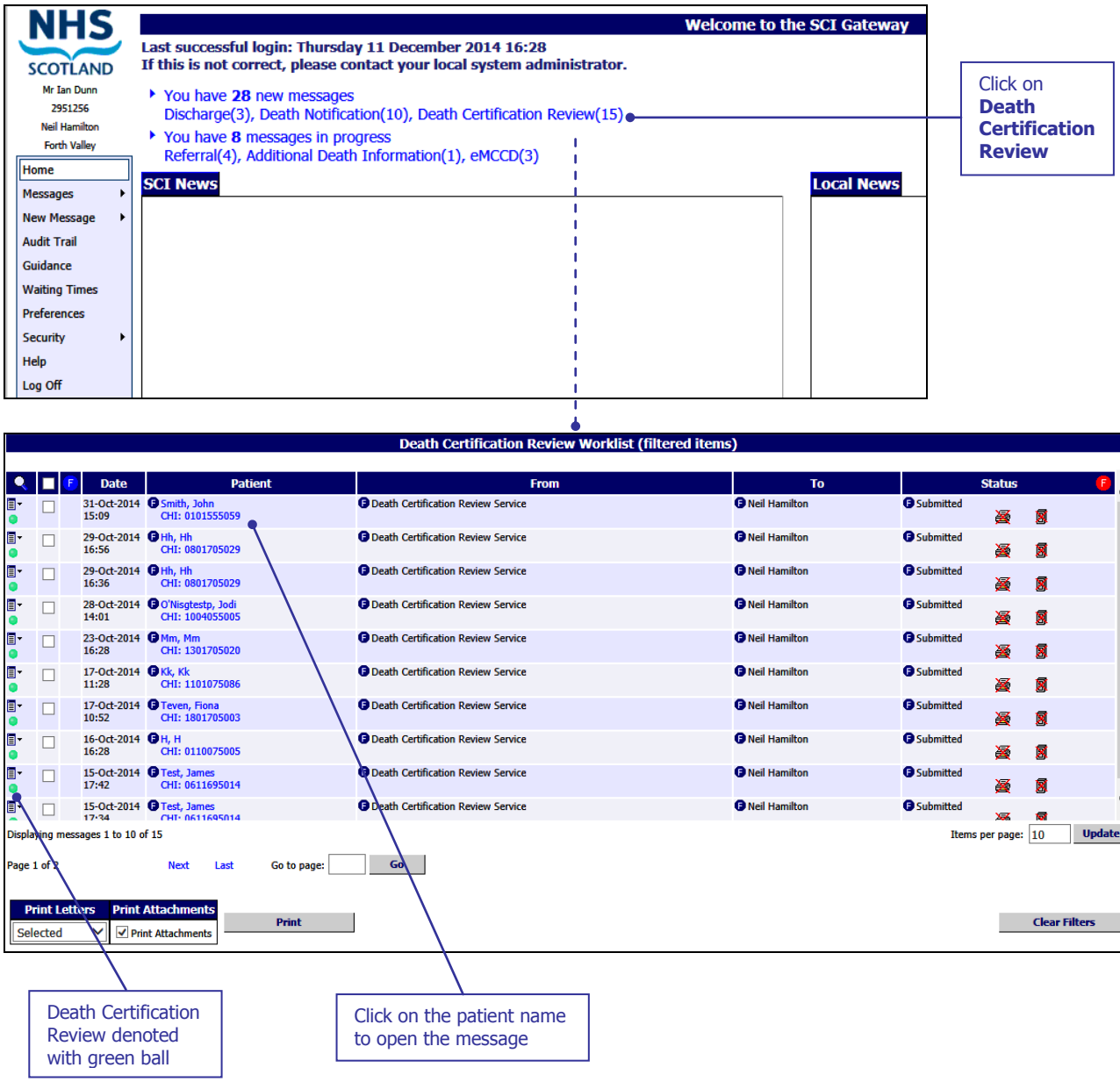
Death Certificate Review Service (DCRS)

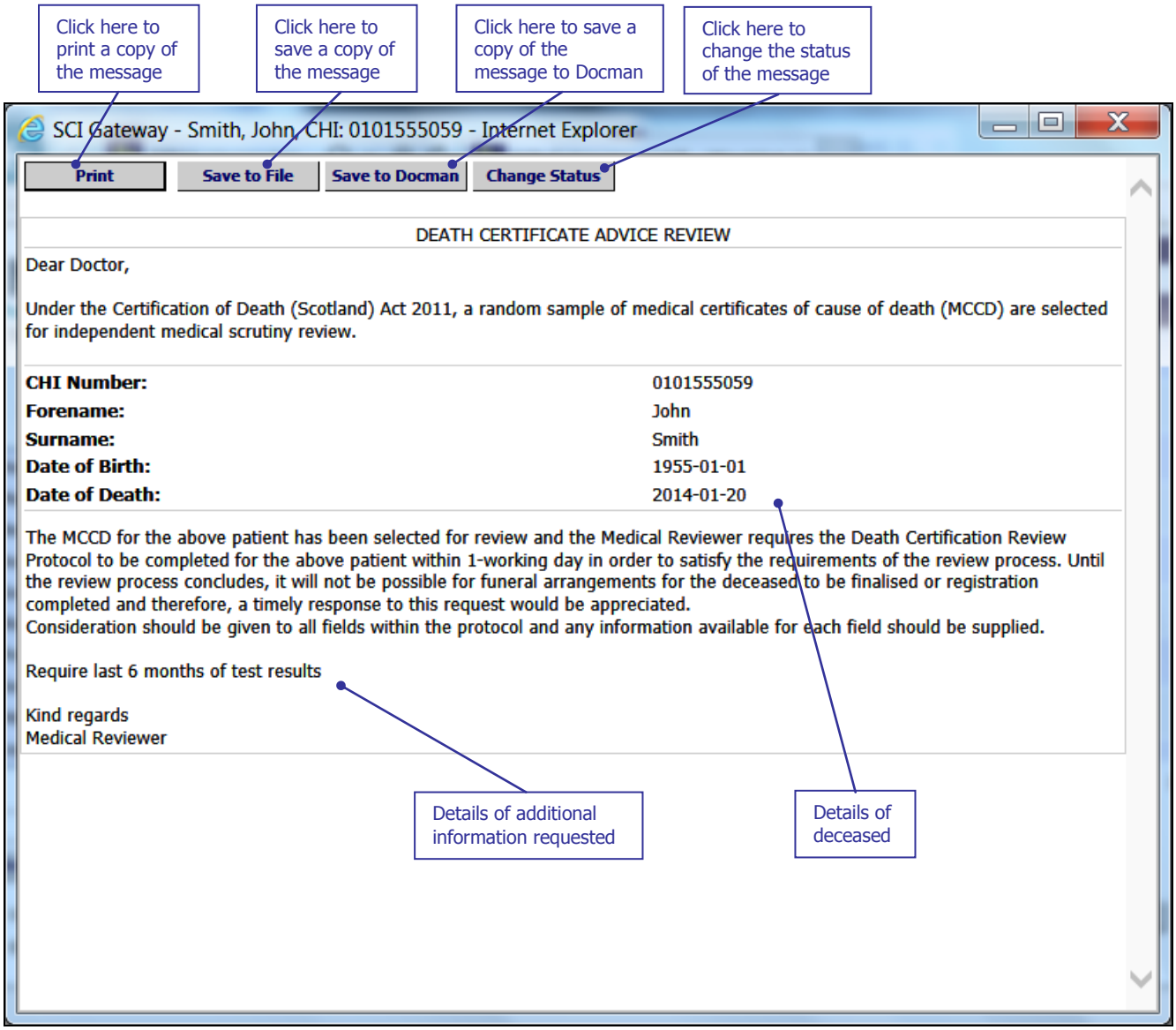
When National Records of Scotland receive MCCD messages they go through a process whereby a number of MCCDs are randomly selected to go forward for review to DCRS. As part of the review process DCRS may request additional medical information from the certifying clinician. This request will be made by sending a Death Certificate Review message to the certifying clinician.

Receiving a Death Certification Review

To receive a Death Certification Review log on to SCI Gateway either through your desktop icon or through your clinical system:



Pictured below is an example of a Death Certification Review message displayed after clicking on the patient name as described on the previous page:


Click here to print a copy of the message
Click here to save a copy of the message
Click here to save a copy of the message to Docman
Click here to change the status of the message
SCI Gateway - Smith, John, CHI: 0101555059 - Internet Explorer
Print
Save to File
Save to Docman
Change Status
DEATH CERTIFICATE ADVICE REVIEW
Dear Doctor,
Under the Certification of Death (Scotland) Act 2011, a random sample of medical certificates of cause of death (MCCD) are selected for independent medical scrutiny review.
CHI Number: 0101555059
Forename: John
Surname: Smith
Date of Birth: 1955-01-01
Date of Death: 2014-01-20
The MCCD for the above patient has been selected for review and the Medical Reviewer requires the Death Certification Review Protocol to be completed for the above patient within 1-working day in order to satisfy the requirements of the review process. Until the review process concludes, it will not be possible for funeral arrangements for the deceased to be finalised or registration completed and therefore, a timely response to this request would be appreciated.
Consideration should be given to all fields within the protocol and any information available for each field should be supplied.
Require last 6 months of test results
Kind regards
Medical Reviewer
Details of additional information requested
Details of deceased

The letter above consists of a standard statement from DCRS about the review process, the deceased patient's name, CHI, Date of Birth, and Date of Death. The detail of the additional information requested is at the bottom of the letter.

If you click on *Save to Docman* as shown above the message will save to the batch manager and can be work flowed to the appropriate clinician. See the SCI Gateway Sending and Receiving Messages User Guide for more information on managing received messages.

The above letter is a sample Death Certification Review. The actual message you receive may look different from the one displayed. You may receive a request for test results as above or a full medical history. Each request will be specific to the review in question.

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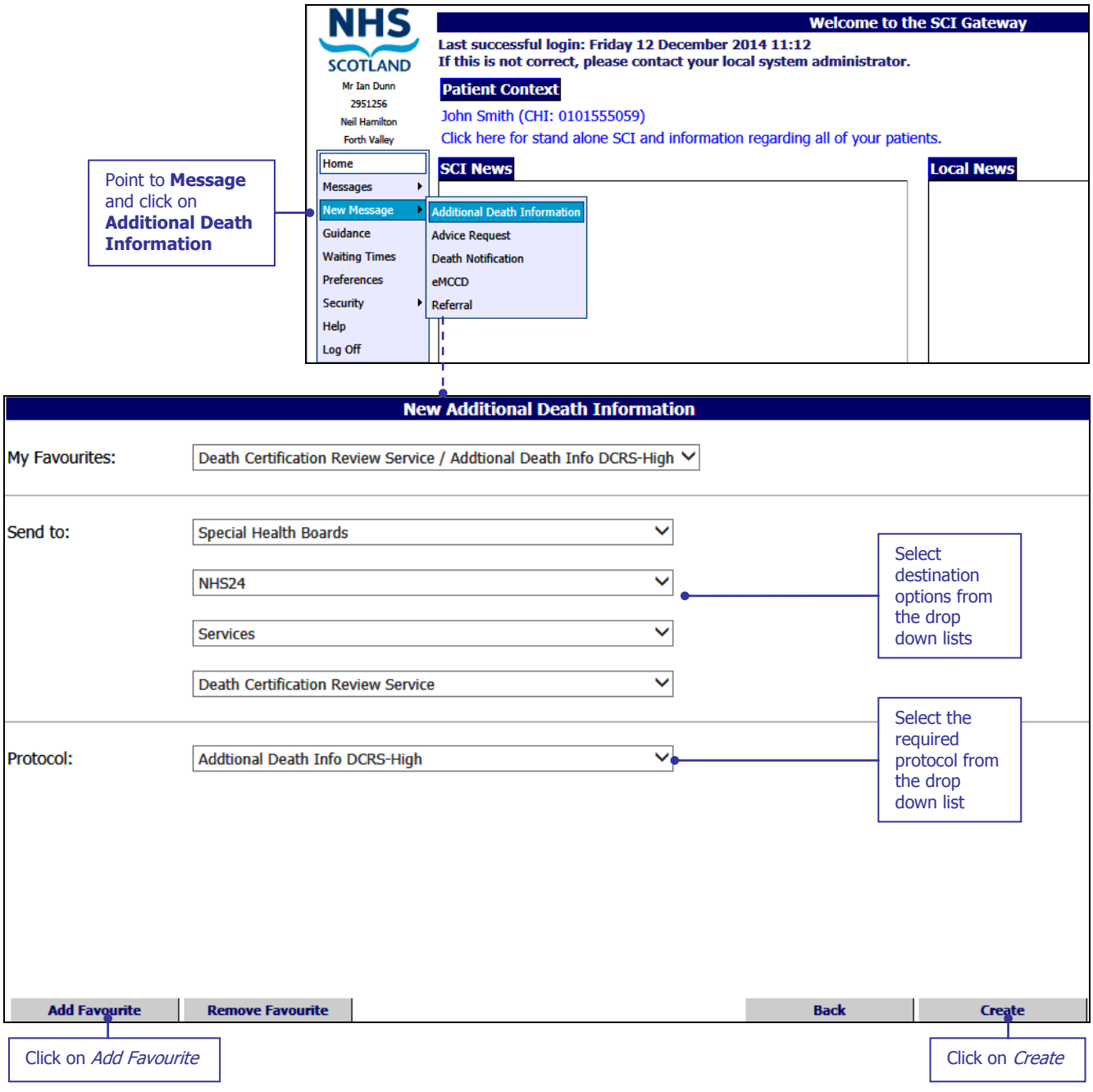
Sending Additional Death Information Messages

When you receive a Death Certification Review requesting more information about a deceased patient you can send this information to DCRS using an Additional Death Information message. There is not a **Reply** option to a Death Certificate Review message. To send an Additional Death Information message logon to SCI Gateway in the usual way and find your patient, if using a clinical system. Ensure you have the original MCCD serial number to hand which will you will need to enter into the protocol:



Once you have selected all your destination options you can add this to your favourites to make this destination selection quicker in future.

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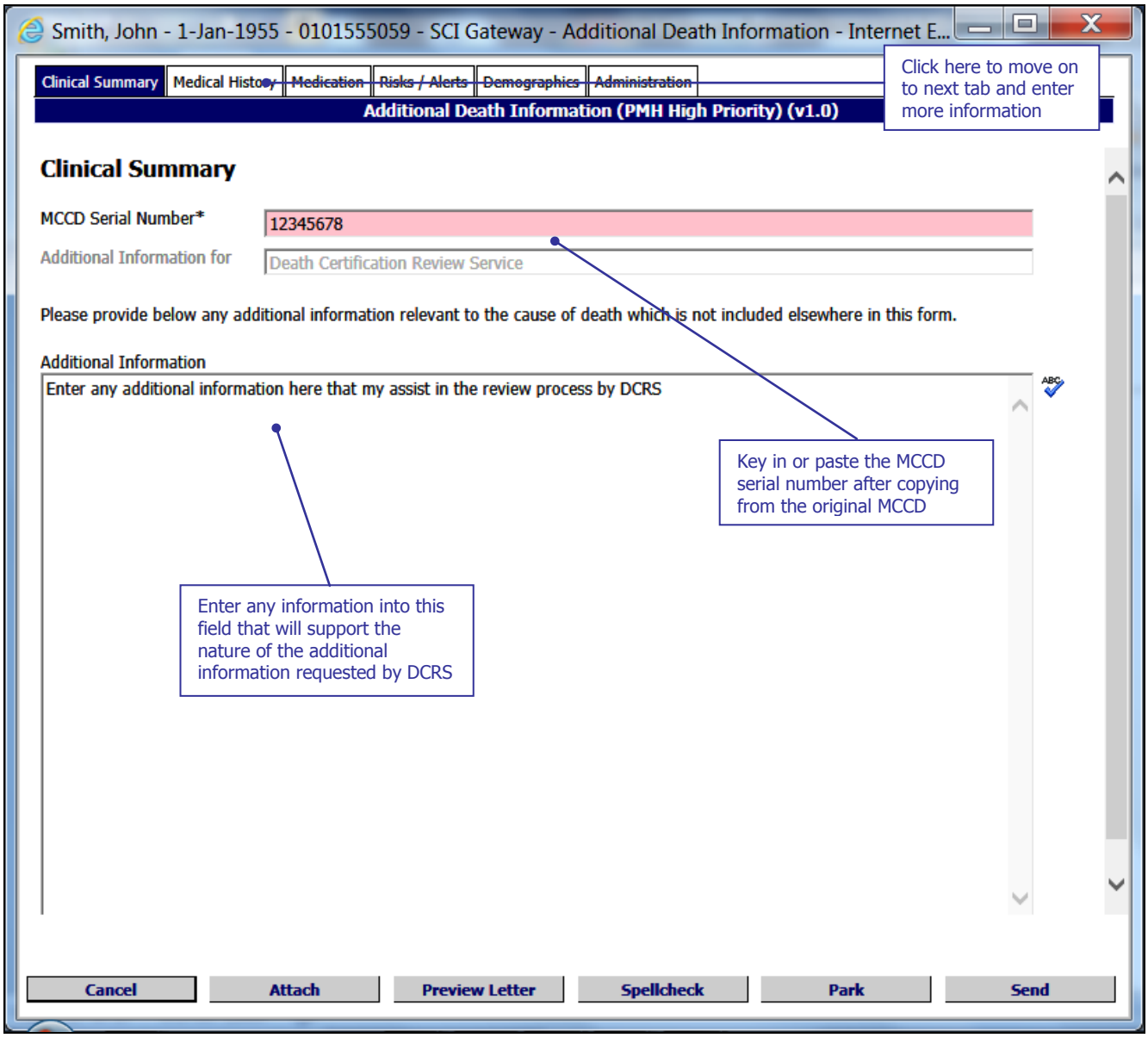
Pictured below is the **Additional Death Information** protocol displayed after clicking on *Create* as described on the previous page and with the Clinical Summary tab to the fore:


Smith, John - 1-Jan-1955 - 0101555059 - SCI Gateway - Additional Death Information - Internet E...
Clinical Summary
Medical History
Medication
Risks / Alerts
Demographics
Administration
Additional Death Information (PMH High Priority) (v1.0)
Click here to move on to next tab and enter more information
Clinical Summary
MCCD Serial Number*
12345678
Additional Information for
Death Certification Review Service
Please provide below any additional information relevant to the cause of death which is not included elsewhere in this form.
Additional Information
Enter any additional information here that my assist in the review process by DCRS
Key in or paste the MCCD serial number after copying from the original MCCD
Enter any information into this field that will support the nature of the additional information requested by DCRS
Cancel
Attach
Preview Letter
Spellcheck
Park
Send

You will find the MCCD serial number on the original MCCD. The MCCD Serial Number is generated, by SCI Gateway, at the point of sending the MCCD to National Records of Scotland. It can be copied from the original document and pasted into the field.

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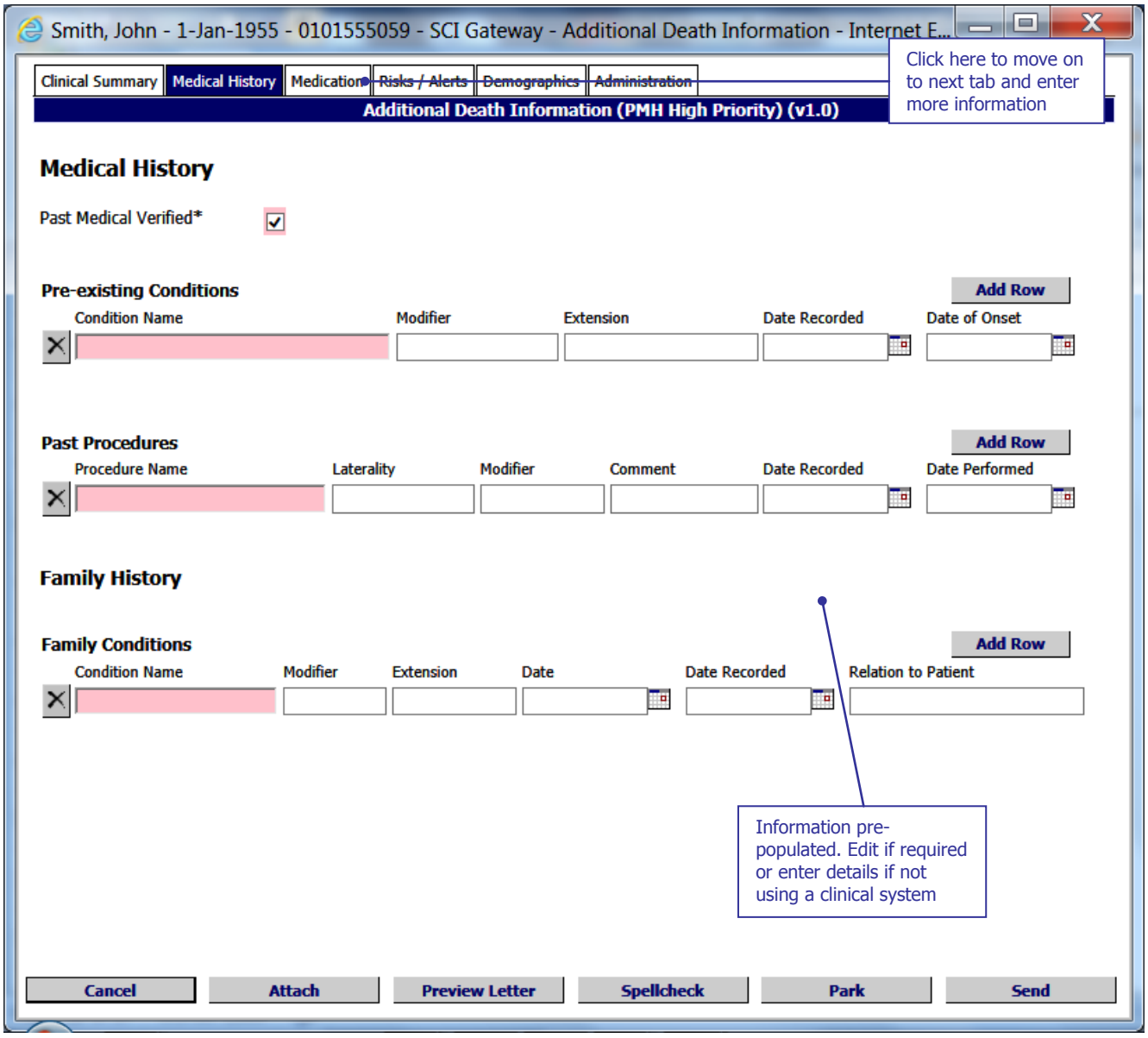
Pictured below is **Medical History** tab displayed after clicking on the tab as described on the previous page:



The medical history in this tab will pre-populate from the deceased patient's record in your clinical system. Alternatively enter any information that pertains to the request for additional information from DCRS.

The pink fields are non mandatory unless you enter any information into the Modifier, Extension, Date, Date Recorded and or Relation to Patient.

Ensure Past Medical Verified is ticked prior to sending the message.

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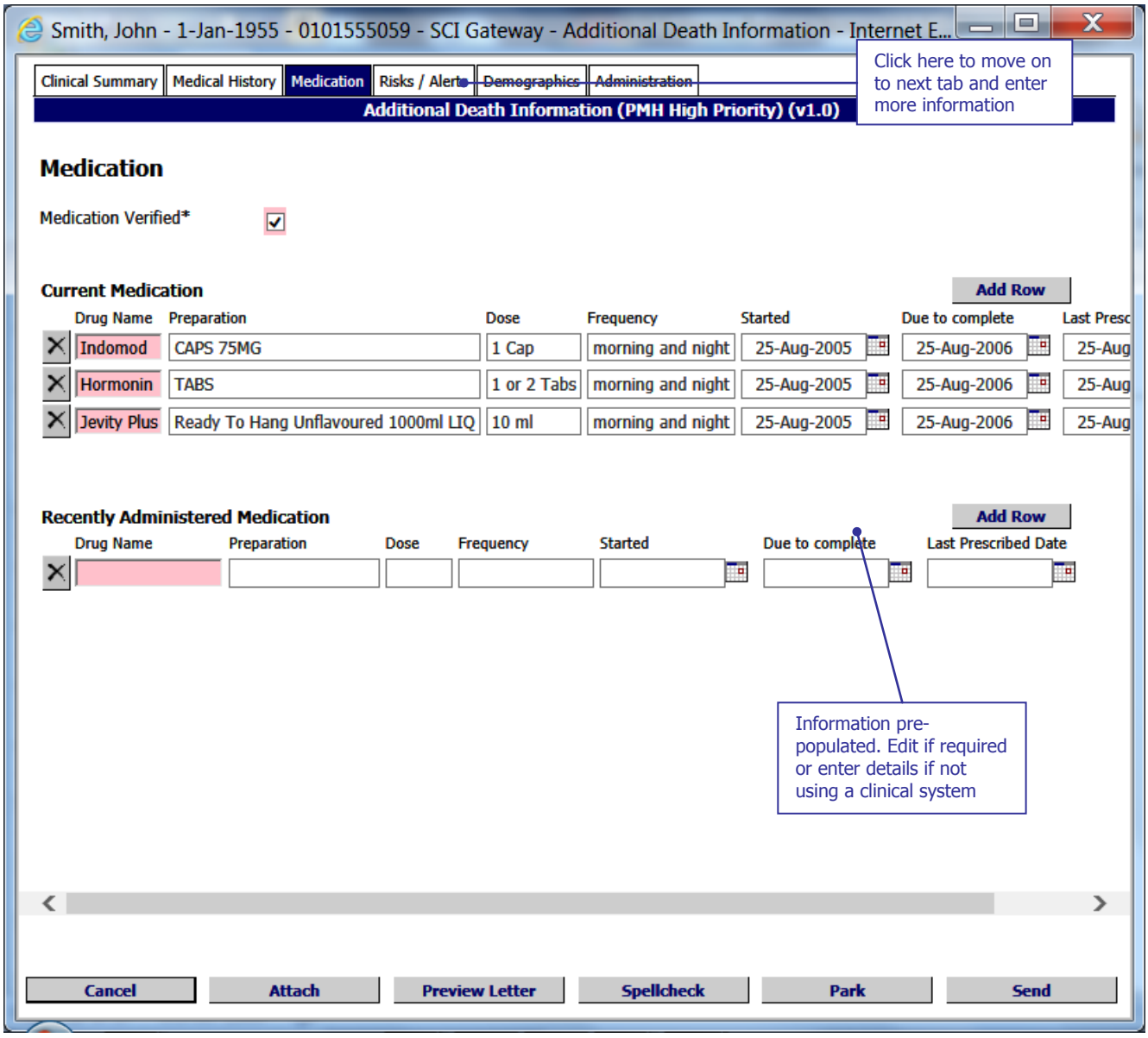
Pictured below is **Medication** tab displayed after clicking on the tab as described on the previous page:



The medication tab will pre-populate with the deceased patient's current medication and recent acute drugs recorded in their medical record as at the time of death.

Ensure Medication Verified is ticked prior to sending the message.

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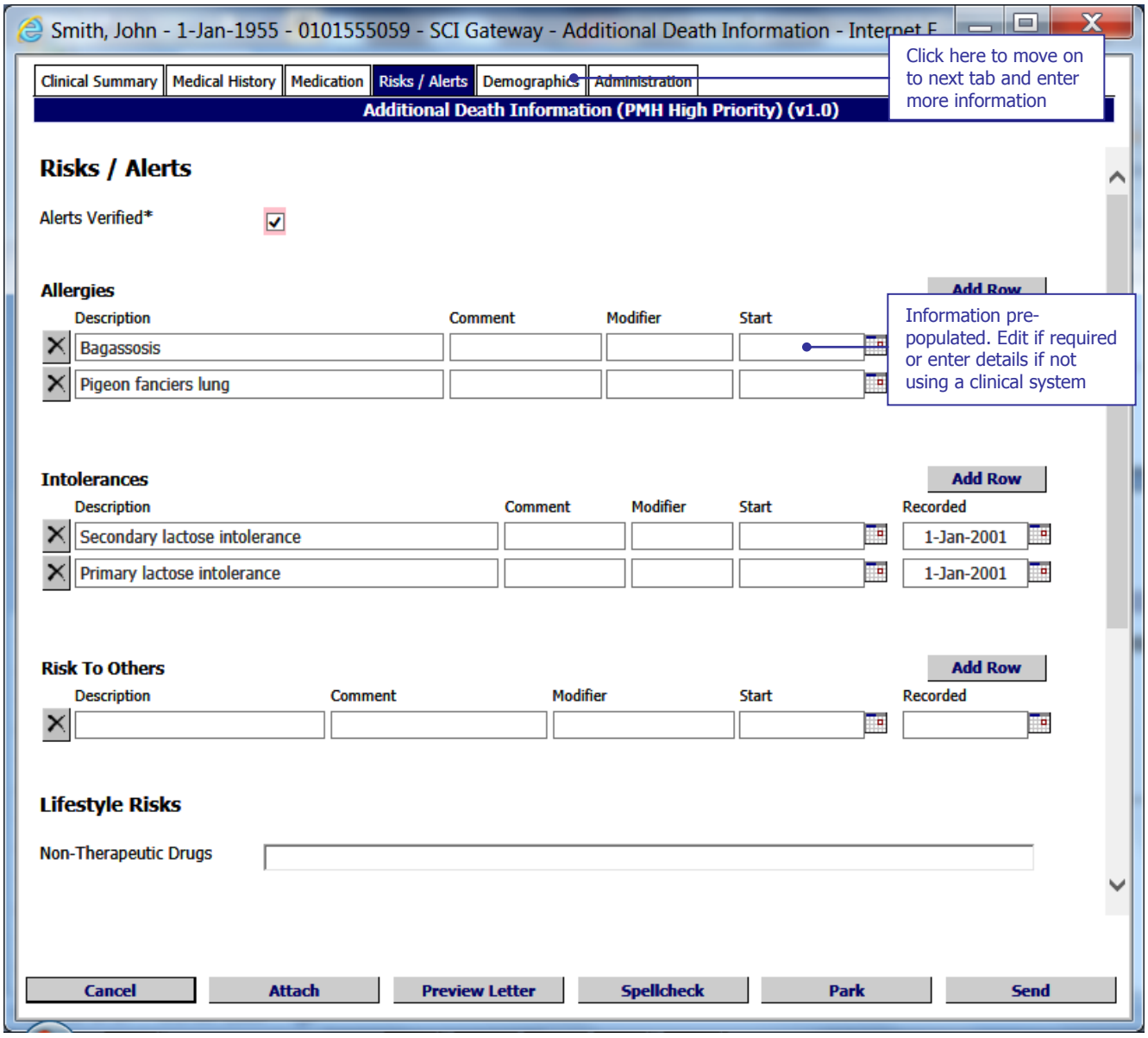
Pictured below is the **Risks/Alerts** tab displayed after clicking on the tab as described on the previous page:



The Risks/Alerts tab will pre-populate with details from the patients record.

Ensure Alerts Verified is ticked prior to sending the message.

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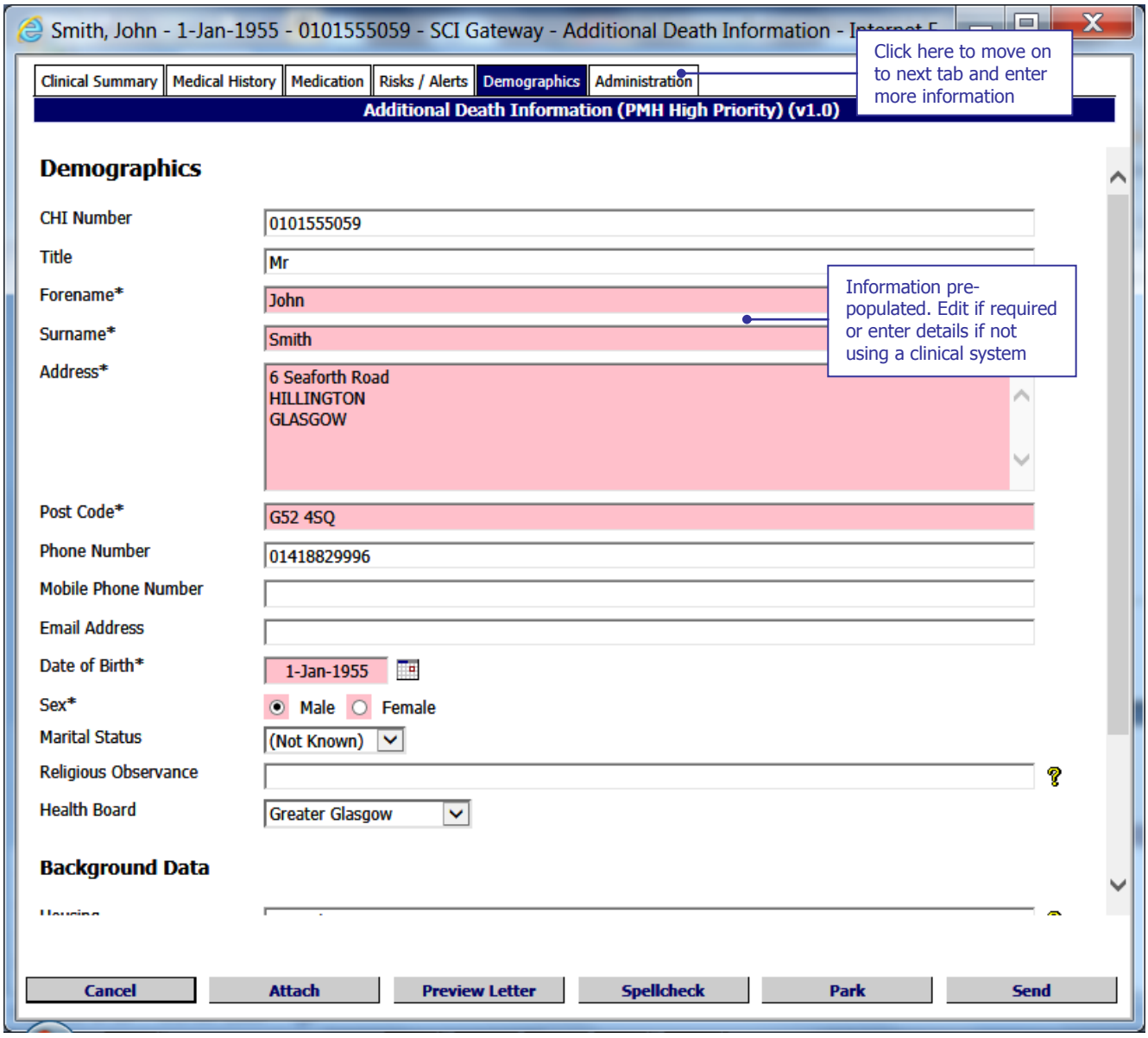
Pictured below is **Demographics** tab displayed after clicking on the tab as described on the previous page:



If using a third party clinical system the information in this tab will pre-populate. Alternatively enter the information as required.

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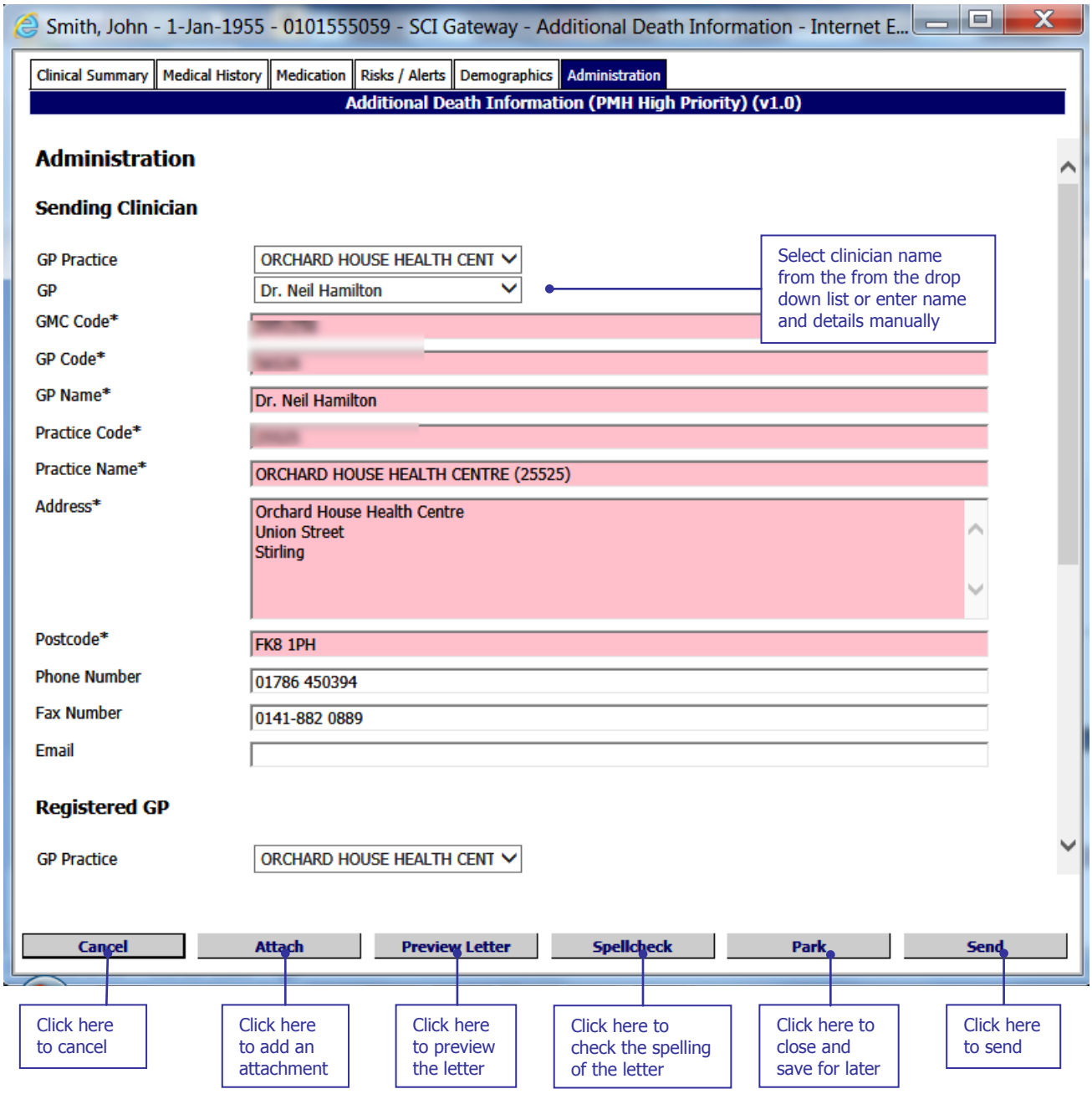
Pictured below is the **Administration** tab displayed after clicking on the tab as described on the previous page:



Select the certifying clinician from the drop down list if not already pre-populated. When you select the clinician name the address and other details will populate the required fields.

If your name is not on the list select another clinician to populate the address etc. Click back in the clinician dropdown list and select the blank option at the top of the list. A pop up message will be displayed asking - Would you like to clear the clinician fields? Click on the *Yes* button. This will clear the clinician but leave your location address fields populated. You can enter your own name and GMC number.

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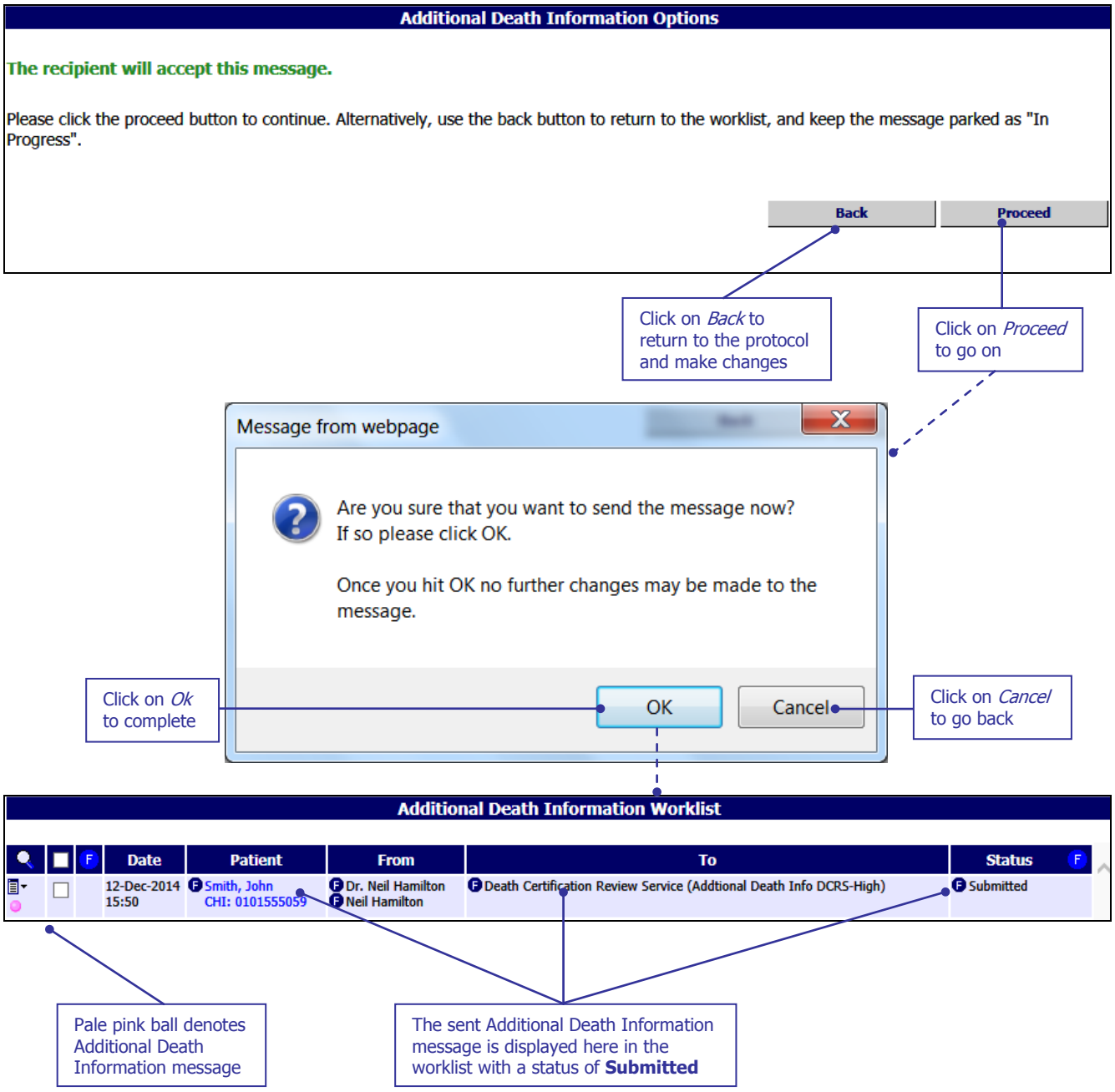
Pictured below is the Additional Death Information options window displayed after clicking on the *Send* as described on the previous page:


Additional Death Information Options
The recipient will accept this message.
Please click the proceed button to continue. Alternatively, use the back button to return to the worklist, and keep the message parked as "In Progress".
Back
Proceed
Click on Back to return to the protocol and make changes
Click on Proceed to go on
Message from webpage
Are you sure that you want to send the message now? If so please click OK.
Once you hit OK no further changes may be made to the message.
OK
Cancel
Click on Ok to complete
Click on Cancel to go back
Additional Death Information Worklist
Date
Patient
From
To
Status
12-Dec-2014 15:50
Smith, John CHI: 0101555059
Dr. Neil Hamilton Neil Hamilton
Death Certification Review Service (Addtional Death Info DCRS-High)
Submitted
Pale pink ball denotes Additional Death Information message
The sent Additional Death Information message is displayed here in the worklist with a status of Submitted

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